

ADMINISTRATIVE ASSISTANT REPORT

FEBRUARY 2012

02/23/2012

FINANCIALS:

1. **ANNUAL AUDIT:** The 2011-year end reports are being compiled and will be brought over to the auditors next month. The auditors will be here at the Town Hall during the summer to do the “testing” portion of the audit.
2. **ANNUAL MEETING:** I will be starting the 2011 financial reports for the April 10th, 2012 Annual Meeting.
3. **TAX COLLECTIONS:** The 1st half tax collection process has been completed. Tax collections transferred into the General Fund, and the other taxing districts have been paid their share of the tax collections.
4. **BILLINGS:** Airport & industrial zone leases have been sent out and I’m working on grant re-imbursement requests. Payment received from Ashland Cty. for 1st Qtr 2012 Law Enforcement Budget request and Ashland County Zoning has been billed for the two quarters as discussed at the Feb. 14th, 2012 Town Board meeting.
5. **WORK COMP:**
 - a. A Workers Comp self audit of 2011 payroll records was done for Bituminous Insurance (the Town’s Work Comp carrier for 2011). This audit will result in an additional premium, due to all the road construction projects that the Town road crew took part of. Town employee wages earned doing various road construction projects, including hauling & end loader equipment use, are charged at a much higher rate than regular municipal operations.
 - i. The Work comp audit also requires providing information on the sub-contractors used by the Town of LaPointe; payments made, type of work, and copies of their liability and/or Work Comp policies, if they carry insurance. The vendors don’t automatically provide copies of their insurance policy(s); we must request it from the vendor and/or their insurance agent. These requirements take a tremendous amount time tracking & follow up.
 - ii. Various regulatory agencies have required paperwork to be completed when using sub-contractors. If the paperwork isn’t completed, both the Town and the sub-contractor can face financial penalties and increased costs – Work Comp premium increases, IRS & WI DOR reporting & withholding.
 - iii. I’ve asked all department heads to check with me before they make arrangements with any sub-contractors, in order to have all the paperwork complete BEFORE an agreement or contract is signed.
6. **MRF SELF-CERTIFICATION AUDIT:** The WI DNR requires MRF units to self-certify by March 30th. Ted will complete the report and it will need to be entered on-line.
7. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** Ted & I will be completing the paperwork from the DNR for the annual final report on the previous years’ recycling program, reporting the actual recycling costs, collections and revenues and is compared to the grant application and grant funds awarded. The final report for 2011 will be due by April 2nd, 2012, which the auditors will need to finish the 2011 Form C report.

MISCELLANEOUS:

1. I’ll be out of the office mid-day Weds, March 7th until Weds, March 14th. Payroll, bank reconciliations, and vouchers will be done before I leave.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk